

GOVERNMENT OF THE DISTRICT OF COLUMBIA

POSITION VACANCY ANNOUNCEMENT

CHILD AND FAMILY SERVICES AGENCY

HUMAN RESOURCES ADMINISTRATION

Amended: Residency Requirement

ANNOUNCEMENT NO: CFSA-08-P003 **POSITION:** Social Worker (Permanency), DS-185-9/11/12

OPENING DATE: 10/15/07

IF "OPEN UNTIL FILLED"

10/28/07

CLOSING DATE: OPEN UNTIL FILLED

SALARY RANGE:

DS-185-09 \$48,623 - \$60,701 PA

DS-185-11 \$55,386 - \$69,975 PA

DS-185-12 \$62,499 - \$79,959 PA

WORK SITE: WASHINGTON, D.C.

PROMOTION POTENTIAL: 12

TOUR OF DUTY: 8:15 A.M. TO 4:45 P.M.

Monday – Friday

AREA OF CONSIDERATION: AGENCY-WIDE

NO. OF VACANCIES: SEVERAL

AGENCY: Child and Family Services Agency (CFSA), Office of Deputy Director for Program Operations

DURATION OF APPOINTMENT: ☒ Permanent ☐ Term (13 months to 4 years) NTE: _____

Temporary (Up to 1 year, Not-to-Exceed)

☒ **This position IS in the collective bargaining unit represented by AFSCME - LOCAL 2401 and you may be required to pay an agency service fee through an automatic payroll deduction.**

RESIDENCY REQUIREMENT: An person applying for a position in the Career Service, Educational Service, Management Supervisory Service, or an attorney position in the Excepted Service (series 905) who is a bona fide resident of the District of Columbia AT THE TIME OF APPLICATION for the position, may be awarded a 10-point residency preference over non-District applicants, unless the person declines the preference points. If selected, the person shall be required to present no less than 8 proofs of bona fide District residency and maintain such residency for 7 consecutive years from the effective date of the appointment. Failure to maintain bona fide District residency for the 7-period will result in forfeiture of employment.

BRIEF DESCRIPTION OF DUTIES: The incumbent will work in either the In Home and Reunification Services Administration I; In Home and Reunification Services Administration II; Office of Youth Development; Adoption Divisions I and II in the Permanency and Family Resources Administration; and is responsible for providing professional social work services as a Permanency Social Worker to children and families of the District of Columbia. Explores and engages birth family (maternal and paternal) and other kin resources and their appropriateness as placement resources, family and community support systems and assesses child's readiness for permanency and preparation of the child for permanent placement. Strengthens concurrent permanency planning practice on a case from its inception to its conclusion. Identification of permanent placement resources, to include birth families (maternal and paternal), third parties (godparents, all community connections), and resource parents. Working knowledge of Family Finding Technology and Diligent Search Unit practices/resources. Participates in conjunction with on-going social worker and licensing specialist, in clinical evaluation of the pre-adoptive/guardianship resources available, to determine most appropriate for child. Preparation of pre-adoptive/guardianship resource to include but not limited: the adoption/guardianship process and expectations, the child's current and future needs, and all known background information on the child and birth family. Prepares and submits referral for adoption/guardianship subsidy to include providing pre-adoptive parent/guardian with subsidy application, and obtain all documentation from case record necessary for completion of subsidy referral. Initiates subsidy referral with appropriate recommendation for level of care stipend. Gathers information about birth family (maternal and paternal) history, provides additional information to the birth family about the adoption process, legal rights and the legal process as it relates to relinquishment/consent/waiver of consent by the Court, assists in the continued development and completion of the child's Lifebook. Produces all adoption and guardianship reports for Court, to include Interim, Status and Final Report and Recommendation. Compiles discovery package when requested as background for adoption/Guardianship Show Causes/Trials, attends hearings at the time of consideration of permanency goal changes, and as needed subsequent to goal changes; makes verbal representations and testifies as required. Participates as necessary in various conferences, to include Family Team Meetings, Background Conferences, Youth Connection Conferences, Administrative Reviews, MDT/IEP meetings, and all other meetings as deemed appropriate. Provides consultation and shared decision making as needed in addressing child's and family's care: appropriateness of and need for current services, education needs, placement decisions, and recommendations for future services post-permanency. Reviews child's case record and orders; social/transfer summaries on child and family; prior diligent search efforts on maternal and paternal family members, and makes recommendations as necessary for services, placement, education to ensure permanency is achieved in a timely manner. Works with on-going Social Worker, resource parents, treatment team and pre-adoptive/guardianship resource to develop placement visitation plan. Completes referral for Interstate Compact on the Placement of Children. Provides information regarding available post-permanency services. Performs other related duties as assigned.

QUALIFICATION REQUIREMENTS:

- A Master's Degree in Social Work from a school accredited by the Council of Social Work Education.
- One (1) Year of specialized experience equivalent to at least the next lower grade, which has equipped the applicant with the particular knowledge, skills, and abilities to perform successfully the duties of the position and that is typically in or related to the work of the position to be filled.
 - DS-09 requires a D.C. Graduate Social Worker License.
 - DS-11 requires a D.C. Graduate or Independent Social Worker License.
 - DS-12 requires a D.C. Independent Clinical Social Worker License

All positions require a valid Driver's License

OFFICIAL JOB OFFERS ARE MADE ONLY BY THE HUMAN RESOURCES ADMINISTRATION

SUBMISSION OF RANKING FACTORS

The following ranking factors will be used in the evaluation process. All applicants MUST respond to the ranking factors ON A SEPARATE SHEET OF PAPER. Please describe specific incidents of sustained achievements from your experience that show evidence of the level at which you meet the ranking factors that have been determined to be of importance for the position for which you are applying. You may refer to any experience, education, training, awards, outside activities, etc., that indicate the degree to which you possess the job-related knowledge, skills, and abilities described in the ranking factors. The information given in response to the ranking factors should be complete and accurate to the best of your knowledge. **FAILURE TO RESPOND TO ALL RANKING FACTORS WILL ELIMINATE YOU FROM CONSIDERATION.**

1. Thorough knowledge of the child welfare field to provide social work services for individuals and families to include an understanding of subsidy requirements;
2. Knowledge of related psychiatric, psychological and medical practices used in the evaluation and treatment of children and families, to serve as an effective member of the multi-disciplinary treatment team;
3. Thorough knowledge of human behavior dynamics; sensitivity to cultural diversity, age, and religious differences affecting child rearing, family and kinship patterns, attitudes about illness, medical care and communication pattern, to conduct home visits or investigations develop case plans and provide counseling;
4. Knowledge of pertinent resources, legal status and related policies and procedures as they affect children and families; Knowledge and ability to identify a child's appropriate adjustments to removal and foster care; and
5. Thorough knowledge of permanency and permanency goals and the ability to identify steps to achieve guardianship/adoption/reunification/legal custody; and Skills to develop appropriate interpersonal relationships.

OTHER SIGNIFICANT FACTORS: Pursuant to the Child and Youth, Safety and Health Omnibus Congressional Review Amendment Act of 2004 and Mayor's Order 90-27 Drug-Free Workplace Act of 1988; the individual selected to fill this position will, as a condition of employment, be required to complete a Drug and Alcohol Test, Criminal Background Check, Child Protection Registry (CPR) and Traffic Records. Employment with the CFSA is subject to satisfactory findings.

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."

Applications received outside the area of consideration and/or after the closing date will not be given consideration. You must resubmit your resume to received consideration for any subsequent advertised position vacancies.

How to apply: All applicants, agency employees and other D.C. government employees must submit the District of Columbia government employment application (DC2000). The District of Columbia government is an equal opportunity employer. All qualified candidates will receive consideration without regard to race, color, religion, national origin, sex age, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, physical handicap or political affiliation. Applicants will only be notified if an interview is granted.

MAIL TO: Child and Family Services Agency
Human Resources Administration
400 6th Street, SW
Washington, DC 20024

WALK-INS: 955 L'Enfant Plaza, 5th Floor
Washington, D.C. 20024

TO APPLY:

FAX TO: (202) 727-5750
EMAIL TO: cfsa.jobs@dc.gov

WEB SITE: www.cfsa.dc.gov
TELEPHONE: (202) 724-7373

IN ACCORDANCE WITH THE DC HUMAN RIGHTS ACT OF 1977, AS AMENDED, DC CODE SECTION 2.1401.01 et seq., ("THE ACT") THE DISTRICT OF COLUMBIA DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, MARITAL STATUS, PERSONAL APPEARANCE, SEXUAL ORIENTATION, FAMILIAL STATUS, FAMILY RESPONSIBILITIES, MATRICULATION, POLITICAL AFFILIATION, DISABILITY, SOURCE OF INCOME, OR PLACE OF RESIDENCE OR BUSINESS. DISCRIMINATION IN VIOLATION OF THE ACT WILL NOT BE TOLERATED. VIOLATORS WILL BE SUBJECT TO DISCIPLINARY ACTION.
